

Posting Date: April 1, 2015

Request for Proposals Notification

Title: Ohio-Kentucky-Indiana Regional Council of Governments Bright 74 Corridor Study (Des # 1401686) in Seymour District

Response Due Date & Time: May 1, 2015 at 4:00 PM

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a Letter of Interest (LOI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

Contact for Questions: Karen Whitaker
720 East Pete Rose Way, Suite 420
Cincinnati, Ohio 45202
513-619-7692
karenw@oki.org

Consultant Questions and Inquiries: Interested firms' questions and inquiries on the specifications of this RFP shall be submitted in writing via e-mail only to Karen Whitaker at karenw@oki.org. Questions will be accepted until noon EDT on April 24, 2015. The responses to all questions will be posted on www.oki.org within 2 business days of receipt. Any information provided is not official unless reduced to writing by OKI. Any unauthorized contact with any other official or employee in connection with this Request for Proposal (RFP) is prohibited and shall be cause for disqualification of the Consultant.

Submittal Requirements:

1. Letter of Interest – Eight (8) Copies (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0%.
3. One (1) signed copy of the "Conflict of Interest Statement". This form can be found on OKI's website at www.oki.org.
4. One (1) signed copy of the "Certification Regarding Lobbying". This form can be found on OKI's website at www.oki.org.
5. One (1) electronic copy of all submitted materials in Adobe PDF format provided on a CD or DVD.

Submit To: Bright 74 Corridor LOI c/o Katie Hannum / Finance Office
OKI Regional Council 720 East Pete Rose Way, Suite 420
Cincinnati, Ohio 45202
513-619-7671
khannum@oki.org

Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form used to evaluate and score the submittals is included for your reference. Final selection ranking will be determined by:

- ☒ The weighted score totals with the highest score being the top ranked firm
- ☐ Rank totals with the lowest rank total being the top ranked firm

Requirements for Letters of Interest (LOI)

A. General instructions for preparing and submitting a Letter of Interest (LOI).

1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOIs shall be limited to twelve (12) 8 ½” x 11” pages that include Identification, Qualifications, Key Staff, and Project Approach.
3. LOIs must be received no later than the “Response Due Date and Time.” Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification, Qualifications and Key Staff

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the prime consultant and each sub consultant. (See Affirmative Action Certification requirements below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the “Prequalified Consultants” link on the Indiana Department of Transportation (INDOT) Consultants

Webpage. (<http://www.in.gov/indot/2732.htm>).

- c. List the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. For project specific items, confirm the firm has visited the project site. For all items address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal greater than 0%. The consultant must identify the DBE firms with which it intends to subcontract, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.**

If the consultant does not meet the DBE goal, they must provide evidence of a good faith effort to achieve the DBE goal; said evidence must be provided in additional documentation. Please review the DBE program based on set goals and complete the DBE Affirmative Action Certification form as applicable. What constitutes as a good faith effort is explained in detail within the DBE program information referred to above. If no goal is set, no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<http://www.in.gov/indot/2732.htm>).

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Amendments to Solicitation:

Amendments to Solicitation (Addenda)/Postponement of Submission Deadline: We reserve the right to revise or amend the RFP up to the time set for the submission of the Letter of Intent (LOI). Such revisions and amendments, if any, shall be announced by written addendum to the RFP. If an addendum significantly changes the RFP, the date set for submission may be postponed by such number of days as, in the opinion of OKI, shall enable potential Proposers to revise their LOI. In any case, the submission deadline shall be at least five (5) business days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for the submission of the Letter of Intent.

Upon issuance, addenda will be considered part of the RFP and will prevail over inconsistent or conflicting provisions contained in the original RFP. Copies of all addenda will be made available on OKI's website at www.oki.org. Proposers will be required to acknowledge receipt of all addenda by completing an addenda acknowledgement form, to be issued along with addenda.

Confidential/Proprietary Information:

Once submitted, a Letter of Intent (LOI) becomes the property of OKI. OKI will release no information about the LOI submittal until all requests have been received and are deemed a matter of public record.

Work item details:

Local Public Agency: OKI Regional Council of Governments

Project Location: Dearborn County, Indiana

Project Description: Conduct a planning study that will identify and evaluate the feasible transportation improvement alternatives in the corridor connecting the Bright, Indiana area to the Interstate 74 corridor. The Bright 74 Corridor Study will investigate options for improvements to existing facilities or identification of new facilities to improve safety and access in the corridor. The corridor covers approximately 6 miles in length from Bright, Indiana to Interstate 74. The boundaries of the study area, as shown the study area map, are roughly the Bright, Indiana community to the south, State Road 46 and I-74 to the north, Whites Hill Road on the west and the Indiana state line on the east.

The Dearborn County transportation system lacks a critical north/south corridor providing safe, efficient connections between the highly populated portions of Miller and Harrison townships to the Interstate 74 corridor. The I-74 corridor is an underutilized east-west asset in the northern part of county which can provide improved mobility and economic opportunity. The need for this project is identified in the OKI 2040 Regional Transportation Plan as project ID 803. In addition, the 2004 Dearborn County Transportation Assessment calls for roadway improvement on the following arterial roadways within the project area: State Line Road, North Dearborn Road, Jamison Road, Old US Hwy 52 and North State Street.

The Bright 74 Corridor Study will explore all viable modal options by following the INDOT Project Development Process (PDP) for Major Projects.

Product: Completion and documentation of Steps 1-5 of the Indiana DOT project development process including a Red Flag Summary, Public Involvement Plan, Technical & Environmental Study, Purpose & Need Statement, development of Conceptual Solutions, development of Reasonable Alternatives, selection of a Preferred Alternative and Cost Estimates for future phases.

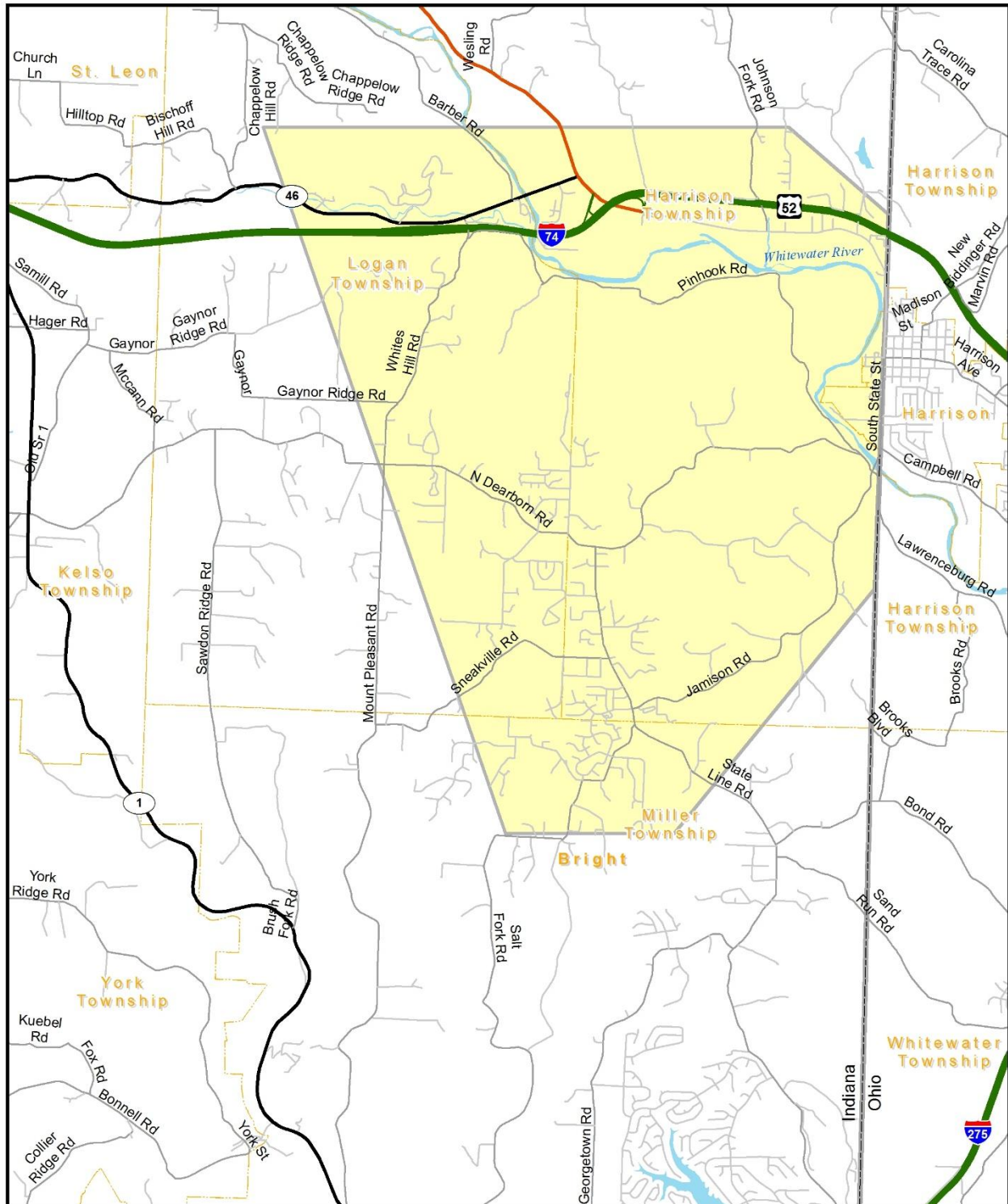
Environmental issues to be considered as part of this project include, but are not limited to:

- Air Quality
- Aesthetics
- Aquatic and Terrestrial Resources
- Cemeteries
- Cultural and Historic Resources
- Environmental Justice
- Federal Lands
- Floodplains
- Groundwater Resources
- Hazardous Materials (HazMat)
- Noise
- Section 4(f) Resources
 - o Cultural/historic resources
 - o Recreational parks
 - o Wildlife refuges
- Section 6(f) Resources
- Socioeconomic Concerns
- Streams/Surface Water
- Threatened & Endangered Species
- Underground Storage Tanks (UST)
- Water Quality
- Wetlands

In addition, special consideration will be given to the effects of a new roadway over the Whitewater River, which is classified as a Regionally Significant Stream. In addition, potential impacts to Jamison Creek, Pinhook Creek, Cooper Run and the Whitewater aquifer that may result from proposed roadways or roadway improvements will be considered.

For more information on INDOT's project development process, please visit the website below.
(<http://www.in.gov/indot/files/ProjectDevelopmentProcessManual.pdf>).

Study Area Map



Bright I-74 Corridor
Dearborn County, IN



INDOT Des #: 1401686

Phases Included: Planning Study

Estimated Construction Amount: to be determined

Funding: \$160,000 federal + \$40,000 local match

Term of Contract: 12 months

DBE goal: 3%

Required Prequalification Categories:

- | | |
|---|--|
| <input checked="" type="checkbox"/> 5.2 Environmental Document Preparation - CE | <input type="checkbox"/> 12.1 Project Management for Aquisition Services |
| <input type="checkbox"/> 6.1 Topographical Survey Data Collection | <input type="checkbox"/> 12.2 Title Search |
| <input checked="" type="checkbox"/> 8.1 Non-Complex Roadway Design | <input type="checkbox"/> 12.4 Appraisal |
| <input type="checkbox"/> 9.1 Level 1 Bridge Design | <input type="checkbox"/> 12.5 Appraisal Review |
| <input type="checkbox"/> 11.1 Right of Way Plan Development | <input type="checkbox"/> 13.1 Construction Inspection |

☒ Additional Categories Listed Below:

2.2 Traffic Forecasting

3.1 Non-Complex Traffic Capacity and Operations Analysis

5.3 Environmental Document Preparation – Section 4(f)

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for _____		Des. No. _____			
(City, County, Town, etc.) - or - (Local Public Agency)					
Consultant Name: _____		Services Description: _____			
Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			6	
	Schedule score from performance database.			3	
	Responsiveness score from performance database.			1	
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value.	1		20	
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2		15	
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		20	
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		15	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project.				
	Within 50 mi.	1		5	
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
		Weighted Sub-Total:			
<p>It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.</p> <p>I certify that I do not have any conflicts of interest associated with this consultant as defined in 49CFR18.36.</p> <p>I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.</p>					
		Signature: _____			
		Print Name: _____			
		Title: _____			
		Date: _____			
(Form Rev. 3-30-10)					

Project _____

AFFIRMATIVE ACTION CERTIFICATION FOR DBE

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified in the State of Indiana to participate as part of this proposal. I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I certify that I have consulted the following DBE website to confirm that the firms listed below are currently certified DBEs:

https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT.GBL?&

I certify that I have contacted the certified DBEs listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated.

I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal. After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT's Economic Opportunity Division.

SUBCONSULTANTS**DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL**

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

DBE SUBCONSULTANTS TO BE USED BEYOND GOAL

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

Estimated Total Percentage Credited toward DBE Goal: _____

Estimated Percentage of Voluntary DBE Work Anticipated over DBE Goal: _____

Name of Company: _____

By: _____ Date: _____

*It is understood that these individual firm percentages and dollar amounts are estimates only and that amounts paid may be greater or less as a result of negotiation of the contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.